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Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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January 29, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by making a technical correction and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to make a technical correction in the Office of the Assessor and to reclassify 11 positions to implement results of classification studies in the departments of the Animal Care and Control, Health Services, Public Library, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachment A). This is a primary goal of

the County's classification and compensation system. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Reclassifications

Based upon individual position studies, we recommend that 11 positions in four departments be reclassified (Attachment A). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions are more appropriately classified in the recommended classes.

Technical Correction

We are amending the Assessor's staffing ordinance to correct a reclassification posting error reported to and approved by your Board on October 30, 2012. The action was to reclassify one Information Systems Supervisor I (Item No. 2595) to one Principal Application Developer (Item No. 2526), when it should have been reclassified to Principal Network Systems Administrator (Item No. 2561).

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the 11 positions that will be reclassified is estimated to total \$106,307 (all funds). Net County cost is estimated to be \$14,475. Cost increases associated with the upward reclassification actions will be absorbed within your Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Honorable Board of Supervisors

1/29/2013

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Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:EFS

SJM:AE:KP:ra

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

ATTACHMENT A

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

ANIMAL CARE AND CONTROL

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Intermediate Clerk Item No. 1138A NMV 61L Represented	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented

The subject position reports to an Animal Control Officer IV and is assigned to the Communication Center/Call Center. It is responsible for receiving telephone calls and responding to public inquiries. These responsibilities include entering data into the department's database used to maintain customer information related to complaints, requests for services (i.e., stray animals and vicious dogs), Board office referrals, and forwarding information to dispatchers for field personnel to respond.

The keyboarding and accuracy required to perform the data entry meets the allocation criteria for Intermediate Typist-Clerk, a class which performs skilled typing work and specialized clerical duties requiring a working knowledge of specialized subject matter as well as specialized clerical functions involved and the use of initiative and judgment with procedural and policy limits. Therefore, we recommend upward reclassification to Intermediate Typist-Clerk.

HEALTH SERVICES – ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Accountant II Item No. 0647A NM 79D Represented	Staff Analyst, Health Item No. 4593A NM 96D Non-Represented
1	Medical Record Technician II Item No. 1401A NM 70G Represented	Assistant Staff Analyst, Health Services Item No. 4595A NM 92D Non-Represented
1	Administrative Services Manager III Item No. 1004A NM 106B Non-Represented	Senior Staff Analyst, Health Item No. 4594A NM 103E Non-Represented

The subject Accountant II and Medical Record Technician II positions report to a Senior Staff Analyst, Health and are assigned to the Financial Applications, Charge Description Master (CDM) Maintenance and Technical Unit. The positions are responsible for department-wide development, maintenance and support for both business processes and information systems. The duties and responsibilities assigned to these positions meet the Staff Analyst, Health and Assistant Staff Analyst, Health Services allocation criteria, respectively, by providing the analysis and recommendations for operational policies and practices for the CDM department-wide. Therefore, we recommend upward reclassifications to Staff Analyst, Health and Assistant Staff Analyst, Health Services, respectively.

The subject Administrative Services Manager III position reports to the Administrative Deputy and is assigned to the Office of Diversity and Cultural Programs, where it supervises staff delivering linguistic services to health care providers and a diverse minority population. Other responsibilities include making recommendations related to the deployment and use of Video Medical Interpreter services within the Department of Health Services. The duties and responsibilities are consistent with the Senior Staff Analyst, Health class, which supervises professional employees in the research, analysis, and preparation of recommendations regarding the use and deployment of resources and the implementation and improvement of operations and programs having department-wide impact. Therefore, we recommend downward reclassification to Senior Staff Analyst, Health.

HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Electroencephalograph Technician I Item No. 5560A NM 72G Represented	Electroencephalograph Technician II Item No. 5561A NM 75H Represented

The subject positions are assigned to the Electroencephalograph (EEG) Unit at LAC+USC Medical Center and report to an Electroencephalograph Technician (EEG) Supervisor. The positions work in conjunction with a multi-disciplinary team for the Comprehensive Epilepsy Program, where they are responsible for performing EEG special procedures as well as research studies.

The current class of Electroencephalograph Technician I typically operates equipment in examining rooms, wards, and intensive care units. The position's scope of responsibilities are more consistent with classification standards of the EEG Technician II, a class which performs electroencephalographic special procedures involving newborn, infant, and adult patients that are critically ill or terminal, as well as patients undergoing surgery. Therefore, we recommend upward reclassifications to Electroencephalograph Technician II.

HEALTH SERVICES – METROCARE NETWORK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Pharmacist Item No. 5512A N4W 103H Represented	Clinical Pharmacist Item No. 5513A N4W 105H Represented

The subject position is assigned to the pharmacy at Harbor/UCLA Medical Center and reports to a Pharmacy Supervisor I. It is responsible for managing patient and medication safety by monitoring medication usage for ambulatory care patients, as well as working closely with management to develop and implement medication safety improvement projects and best practices for the accurate dispensing and administering of medications.

The current class of Pharmacist typically performs screening, clarifying, compounding, and dispensing physicians' medication orders. The position's scope of responsibilities are more consistent with classification standards of the Clinical Pharmacist, a class which works closely with healthcare providers and other medical personnel in monitoring, developing, recommending and establishing drug therapy treatment plans which are an integral part of the medical treatment and medical needs of the patients. Therefore, we recommend upward reclassification to Clinical Pharmacist.

HEALTH SERVICES – RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Audiologist I Item No. 5894A NM 90B Represented	Audiologist II Item No. 5896A NM 96E Represented
1	Warehouse Worker I Item No. 2331A NM 67G Represented	Procurement Aid Item No. 2343A NM 68D Represented

The subject Audiologist I position is assigned to the Audiology Unit and reports to a Chief, Communication Disorders, Rancho. It is responsible for providing audiology direct patient care and audiology services involving case management and development of care plans. Whereas Audiologist I positions typically provide basic audiological services to patients in a range of patient care settings, this position's scope of responsibilities meets the definition for Audiologist II, which provides professional services for comprehensive aural rehabilitation case management or program development. Therefore, we recommend upward reclassification to Audiologist II.

The subject Warehouse Worker I position reports to a Pharmacy Supervisor I and is assigned to the pharmacy, where it is responsible for ordering, receiving and stocking medications. Whereas Warehouse Worker I positions typically operate a store or warehouse, or section of a large storage facility, the responsibilities and duties of this position are more consistent with the Procurement Aid, a class that prepares various procurement documents and maintains related clerical records and controls. Therefore, we recommend upward reclassification to Procurement Aid.

PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Procurement Assistant I Item No. 2344A NM 72C Represented	Procurement Assistant II Item No. 2346A NM 76C Represented

The subject position reports to a Procurement Assistant III and is assigned to the Procurement Section, Support Services Division, Administrative Services, where it oversees five (5) Intermediate Typist-Clerks. The position is responsible for planning and reviewing the work of the section. Duties include approving purchase orders, establishing technical and complex specifications, resolving procurement problems, and ensuring compliance with County and departmental purchasing policies and procedures.

By definition, the Procurement Assistant II supervises procurement and procurement-clerical positions engaged in procuring supplies, equipment, and services for a County department or independently manages a specialized or complex procurement assignment for a County department. Therefore, we recommend upward reclassification to Procurement Assistant II.

SHERIFF DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Operations Assistant I, Sheriff Item No. 1228A NM 73C Represented	Operations Assistant II, Sheriff Item No. 1229A NM 81C Represented


The subject position is assigned to the Avalon Station and reports directly to the Captain. The position independently performs critical operational tasks, a variety of administrative duties ranging from complex to highly complex as well as makes recommendations on various administrative issues. The position serves as the only non-sworn administrative staff and provides the highest level of administrative support to fulfill all operational administrative duties at the station.

Based on the administrative support services assigned, the subject position meets the allocation standard for Operations Assistant II, Sheriff, a class which functions as an administrative generalist possessing the ability to work independently with a minimum of supervision and utilize a working knowledge of departmental policies and procedures as well as good verbal communication and writing skills. Therefore, we recommend upward reclassification of the subject position to Operations Assistant II, Sheriff.

ANALYSIS

This ordinance amends Title 6 – Salaries, of the Los Angeles County Code by adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Animal Care and Control, Assessor, Health Services, Public Library, and Sheriff.

JOHN F. KRATTLI
County Counsel

By: 
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:asv

Requested: 11-21-12
Revised: 01-03-13

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	43 <u>12</u>	INTERMEDIATE CLERK
2214A	32 <u>33</u>	INTERMEDIATE TYPIST-CLERK

SECTION 2. Section 6.38.010 (Assessor) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2561A</u>	<u>1</u>	<u>PRINCIPAL NETWORK SYSTEMS ADMIN</u>

SECTION 3. Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2526A	3 <u>2</u>	PRINCIPAL APPLICATION DEVELOPER

SECTION 4. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1401A	4	MEDICAL RECORD TECHNICIAN II

SECTION 5. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0647A	7 <u>6</u>	ACCOUNTANT II
1004A	17 <u>16</u>	ADMINISTRATIVE SERVICES MANAGER III
4595A	20 <u>21</u>	ASSISTANT STAFF ANALYST, HLTH SERVS
4594A	24 <u>22</u>	SENIOR STAFF ANALYST, HEALTH
4593A	72 <u>73</u>	STAFF ANALYST, HEALTH

SECTION 6. Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5513A	17	<u>18</u>	CLINICAL PHARMACIST
5512A	50	<u>49</u>	PHARMACIST

SECTION 7. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5560A	3	<u>1</u>	ELECTROENCEPHALOGRAPH TECHNICIAN I
5561A	2	<u>4</u>	ELECTROENCEPHALOGRAPH TECHNICIAN II

SECTION 8. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5894A	4		AUDIOLOGIST-I

SECTION 9. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5896A</u>	<u>1</u>	<u>AUDIOLOGIST II</u>

SECTION 10. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2343A	5 <u>6</u>	PROCUREMENT AID
2331A	2 <u>1</u>	WAREHOUSE WORKER I

SECTION 11. Section 6.106.010 (Public Library) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2346A</u>	<u>1</u>	<u>PROCUREMENT ASSISTANT II</u>

SECTION 12. Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2344A	4 <u>3</u>	PROCUREMENT ASSISTANT I

SECTION 13. Section 6.120.015 (Sheriff – Patrol) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1229A</u>	<u>1</u>	<u>OPERATIONS ASSISTANT II, SHERIFF</u>

SECTION 14. Section 6.120.015 (Sheriff – Patrol) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1228A	47 <u>16</u>	OPERATIONS ASSISTANT I, SHERIFF

SECTION 15. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[RECLASSJAN2013KPCEO]